

Student Evaluation Procedures

- ❑ Please pass out the student evaluations a few days prior to the final meeting time for your particular program.
- ❑ Please be sure to instruct the students that the evaluations will not be available to the faculty member until final grades are submitted.
- ❑ Please allow the students to complete the evaluations without faculty or program directors present in the room.
- ❑ Please provide ample time for completion of the student evaluation forms.
- ❑ Please select one student to collect the evaluations when all students have completed the forms.
- ❑ Please instruct this student to place all evaluations in the evaluation envelope provided and seal the envelope.
- ❑ Once the envelope is sealed, please instruct the student to use the signature labels provided in the faculty packet. Please explain that the student must print, sign and date the signature labels over the envelope's seal for integrity purposes.
- ❑ Please instruct the student to hand the evaluations back to the faculty member once the signature seals are securely in place.
- ❑ Please deliver the evaluation envelope to Jennifer Campbell upon your return from the program. Once all grades are submitted she will make copies for the faculty member, the faculty's Department Chair and the SAAS committee members.

THANK YOU FOR YOUR ASSISTANCE WITH OUR STUDENT EVALUATION PROCESS.